

Forms

IN THE COUNTY COURT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.

DIVISION

- ☐ CIVIL
☐ OTHER

**NOTICE TO APPEAR
FOR PRETRIAL CONFERENCE**

(File in Quadruplicate)

CASE NUMBER

SP05 SECTION NO.

PLAINTIFF(S)

VS. DEFENDANT(S)

SERVICE

DEFENDANT(S) TO BE SERVED AT:

CLOCK IN

STATE OF FLORIDA

NOTICE TO PLAINTIFF(S) AND DEFENDANT(S)

YOU ARE HEREBY NOTIFIED that you are required to appear in person or by attorney at:

73 West Flagler St., Miami, Florida, Sixth Floor, Courtroom 6-4 on _____, 20_____.
 at _____, M., for pretrial conference before a Judge of this Court. Section # _____.

IMPORTANT-READ CAREFULLY

THE CASE WILL NOT BE TRIED AT THAT TIME.

DO NOT BRING WITNESSES — APPEAR IN PERSON OR BY ATTORNEY

The defendant(s) must appear in court on the date specified in order to avoid a default judgment. The plaintiff(s) must appear to avoid having the case dismissed for lack of prosecution. A written MOTION or ANSWER to the court by the plaintiff(s) or the defendant(s) shall not excuse the personal appearance of a party or its attorney in the PRETRIAL CONFERENCE. The date and time of the pretrial conference CANNOT be rescheduled without good cause and prior court approval.

A corporation may be represented at any stage of the trial court proceedings by an officer of the corporation or any employee authorized in writing by an officer of the corporation. Written authorization must be brought to the Pretrial Conference.

The purpose of the pretrial conference is to record your appearance, to determine if you admit all or part of the claim, to enable the court to determine the nature of the case, and to set the case for trial if the case cannot be resolved at the pretrial conference. You or your attorney should be prepared to confer with the court and to explain briefly the nature of your dispute, state what efforts have been made to settle the dispute, exhibit any documents necessary to prove the case, state the names and addresses of your witnesses, stipulate to the facts that will require no proof and will expedite the trial, and estimate how long it will take to try the case.

IMPORTANT – SEE REVERSE

Mediation may take place at the pretrial conference. Whoever appears for a party must have full authority to settle. Failure to have full authority to settle at this pretrial conference may result in the imposition of costs and attorney fees incurred by the opposing party.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances to the court. The court may or may not approve a payment plan and withhold judgment or execution or levy.

RIGHT TO VENUE: The law gives the person or company who has sued you the right to file in any one of several places as listed below. However, if you have been sued in any place other than one of these places, you, as the defendant(s), have the right to request that the case be moved to a proper location or venue. A proper location or venue may be one of the following:

1. Where the contract was entered into.
2. If the suit is on an unsecured promissory note, where the note is signed or where the maker resides.
3. If the suit is to recover property or to foreclosure a lien, where the property is located.
4. Where the event giving rise to the suit occurred.
5. Where any one or more of the defendants sued reside.
6. Any location agreed to in a contract.
7. In any action for money due, if there is no agreement as to where suit may be filed, where payment is to be made.

If you, as the defendant(s), believe the plaintiff(s) has/have not sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must file a WRITTEN request for transfer in affidavit form (sworn to under oath) with the court 7 days prior to your first court date and send a copy to the plaintiff(s) or plaintiff's(s') attorney, if any.

A copy of the statement of claim shall be served with this summons.

HARVEY RUVIN CLERK OF THE COURTS		BY: _____ DEPUTY CLERK	DATE
COPY TO <input type="checkbox"/> Mailed <input type="checkbox"/> Hand-Delivered <input type="checkbox"/> Plaintiff <input type="checkbox"/> Attorney <input type="checkbox"/> Process Server <input type="checkbox"/> Sheriff			COURT SEAL
FILED BY:			
ADDRESS:			
TELEPHONE:			
<p style="text-align: center;">AMERICANS WITH DISABILITIES ACT OF 1990 ADA NOTICE</p> <p>If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Eleventh Judicial Circuit Court's ADA Coordinator, Lawson E. Thomas Courthouse Center, 175 NW 1st Ave., Suite 2702, Miami, FL 33128, Telephone (305) 349-7175; TDD (305) 349-7174, Fax (305) 349-7355 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.</p>			

IMPORTANT – SEE REVERSE

IN THE COUNTY COURT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.

DIVISION <input type="checkbox"/> DISTRICT COURTS <input type="checkbox"/> OTHER	SUMMONS/NOTICE TO APPEAR FOR PRETRIAL CONFERENCE DISTRICT COURT (File in Quadruplicate)	CASE NUMBER
PLAINTIFF(S)	VS. DEFENDANT(S)	CLOCK IN

DEFENDANT(S) TO BE SERVED AT:

STATE OF FLORIDA

NOTICE TO PLAINTIFF(S) AND DEFENDANT(S)

YOU ARE HEREBY NOTIFIED to appear in person or by attorney at the location indicated below:

☐ HIALEAH DISTRICT

☐ NORTH DADE JUSTICE CENTER

☐ CORAL GABLES DISTRICT

☐ JOSEPH CALEB CENTER

☐ MIAMI BEACH DISTRICT

☐ SOUTH DADE JUSTICE CENTER

(Addresses for court locations are printed on the back of this form)

on _____, 20____, _____ M., in courtroom _____ before a Judge of
this Court. Section # _____.

IMPORTANT – READ CAREFULLY

THE CASE WILL NOT BE TRIED AT THE PRETRIAL CONFERENCE, BUT MAY BE MEDIATED AT THAT TIME.

DO NOT BRING WITNESS(ES). YOU MUST APPEAR IN PERSON OR BY ATTORNEY.

**WHOEVER APPEARS FOR A PARTY MUST HAVE FULL AUTHORITY TO SETTLE FOR ALL AMOUNTS FROM ZERO TO THE AMOUNT OF
CLAIM WITHOUT FURTHER CONSULTATION. FAILURE TO COMPLY MAY RESULT IN THE IMPOSITION OF SANCTIONS, INCLUDING
COSTS, ATTORNEY FEES, ENTRY OF JUDGMENT, DISMISSAL.**

The defendant(s) must appear in court on the date specified in order to avoid a default judgment. The plaintiff(s) must appear to avoid having the case dismissed for lack of prosecution. A written MOTION or ANSWER to the court by the plaintiff(s) or the defendant(s) shall not excuse the personal appearance of the parties or their attorney in the PRETRIAL CONFERENCE/MEDIATION. The date and time of the pretrial conference CANNOT be rescheduled without good cause and prior court approval.

A corporation may be represented at any stage of the trial court proceedings by an officer of the corporation or any employee authorized in writing by any officer of the corporation. Written authorization must be brought to the Pretrial Conference/Mediation.

The purpose of the pretrial conference is to record your appearance, to determine if you admit all or part of the claim, to enable the court to determine the nature of the case, and to set the case for trial if the case cannot be resolved at the pretrial conference. You or your attorney should be prepared to confer with the court and to explain briefly the nature of your dispute, state what efforts have been made to settle the dispute, exhibit any documents necessary to prove the case, state the names and addresses of your witnesses, stipulate to the facts that will require no proof and will expedite the trial, and estimate how long it will take to try the case.

MEDIATION

Mediation may take place during the time scheduled for the pretrial conference. Mediation is a process whereby an impartial and neutral third person called a mediator acts to encourage and facilitate the resolution of a dispute between two or more parties, without prescribing what the resolution should be. It is an informal and nonaversarial process with the objective of helping the disputing parties reach a mutually acceptable and voluntary agreement.

In mediation, decision making rests with the parties. Negotiations in court mediation are primary conducted by the parties. Counsel for each party may participate. However, presence of counsel is not required. If a full agreement is not reached at mediation, the remaining issues of the case will be set for trial. Mediation communications are confidential and privileged except where disclosures are required or permitted by law.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances to the court. The court may not approve a payment plan and may withhold judgment or executions or levy.

RIGHT TO VENUE. THE LAW GIVES THE PERSON OR COMPANY WHO HAS SUED YOU THE RIGHT TO FILE IN ANY ONE OF SEVERAL PLACES AS LISTED BELOW. HOWEVER, IF YOU HAVE BEEN SUED IN ANY PLACE OTHER THAN ONE OF THESE PLACES, YOU, AS THE DEFENDANT(S), HAVE THE RIGHT TO REQUEST THAT THE CASE BE MOVED TO A PROPER LOCATION OR VENUE. A PROPER LOCATION OR VENUE MAY BE ONE OF THE FOLLOWING:

1. WHERE THE CONTRACT WAS ENTERED INTO;
2. IF THE SUIT IS ON UNSECURED PROMISSORY NOTE, WHERE THE NOTE IS SIGNED OR WHERE THE MAKER RESIDES
3. IF THE SUIT IS TO RECOVER PROPERTY OR TO FORECLOSE A LEIN, WHERE THE PROPERTY IS LOCATED;
4. WHERE THE EVENT GIVING RISE TO THE SUIT OCCURRED;
5. WHERE ANY ONE OR MORE OF THE DEFENDANTS SUED RESIDE;
6. ANY LOCATION AGREED TO IN A CONTRACT.
7. IN ANY ACTION FOR MONEY DUE, IF THERE IS NO AGREEMENT AS TO WHERE SUIT MAY BE FILED, WHERE PAYMENT IS TO BE MADE.

If you, as the defendant(s) believe the plaintiff(s) has/have not sued in one of these correct places, you must appear on our court date and orally request a transfer of you must file a WRITTEN request for transfer in affidavit form (sworn to under oath) with the court 7 days prior to your first court date and send a copy to the plaintiff(s) or plaintiff(s)' attorney, if any

A COPY OF THE STATEMENT OF CLAIM SHALL BE SERVED WITH THIS SUMMONS

MIAMI-DADE COUNTY DISTRICT COURT FACILITIES

Hialeah District (21)
11 East 6th Street
Hialeah, FL 33010

North Dade Justice Center (23)
Room 100
15555 Biscayne Blvd.
Miami, Florida 33160

Coral Gables District (25)
3100 Ponce De Leon Blvd.
Coral Gables, Florida 33134

Joseph Caleb Center (20)
Room 103
5400 N.W. 22 Avenue
Miami, Florida 33142

Miami Beach District (24)
Room 200
1130 Washington Avenue
Miami, Florida 33139

South Dade Justice Center (26)
Room 1200
10710 S.W. 211 Street
Cutler Ridge, Florida 33189

FILED BY: _____

ADDRESS: _____

PHONE: _____

COPY: ☐ MAILED ☐ HAND-DELIVERED

TO: ☐ PLAINTIFF ☐ ATTORNEY

SERVED BY: ☐ MAIL ☐ SHERIFF

☐ PROCESS SERVER

**HARVEY RUVIN
CLERK OF THE COURTS**

BY: _____
DEPUTY CLERK

DATE

AMERICANS WITH DISABILITIES ACT OF 1990

ADA NOTICE

"If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Eleventh Judicial Circuit Court's ADA Coordinator, Lawson E. Thomas Courthouse Center, 175 NW 1st Ave., Suite 2702, Miami, FL 33128, Telephone (305) 349-7175; TDD (305) 349-7174, Fax (305) 349-7355 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711."

IN THE COUNTY COURT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.		
DIVISION <input type="checkbox"/> CIVIL <input type="checkbox"/> DISTRICTS <input type="checkbox"/> OTHER	STATEMENT OF CLAIM (File in Duplicate Plus One For Each Defendant)	CASE NUMBER SECTION NO.
PLAINTIFF	VS. DEFENDANT(S)	CLOCK IN
The Plaintiff sues the Defendant for money owed Plaintiff by Defendant; and which is past due and unpaid; for (As marked (x) below):	Address:	Phone Number:
<input type="checkbox"/> Good, wares and merchandise sold by plaintiff, to defendant; <input type="checkbox"/> Work done and materials furnished by plaintiff, to defendant; <input type="checkbox"/> Money lent by plaintiff to the defendant which is due and payable; <input type="checkbox"/> Money due to plaintiff upon accounts stated and agreed to between them; <input type="checkbox"/> On a written instrument, copy of which is attached hereto; <input type="checkbox"/> Rent for certain premises in Miami-Dade County, Florida, Viz; <input type="checkbox"/> Other (Explain) <input type="checkbox"/> Any additional facts in connection with any of the above: <div style="text-align: center;">(USE ADDITIONAL SHEET IF NECESSARY)</div>		
Where Plaintiff demands judgment in the sum of \$ _____ together with court costs and any further costs which the Court may assess.		
The Plaintiff, _____ says the foregoing is a just and true statement of the amount owed by defendant to plaintiff, exclusive of all lawful setoffs, and that defendant has no lawful defenses which would preclude the collection of said amount.		
Affiant states that the defendant(s) is/are not in the military service of the United States.		
Attorney/Plaintiff	Signature	Attorney's Bar No.
Address of Attorney/Plaintiff		Telephone No.
The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ who is personally known to me or who has produced _____ as identification and did <input type="checkbox"/> / did not <input type="checkbox"/> take an oath.		
SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20____.		
HARVEY RUVIN CLERK OF COURTS	_____ Deputy Clerk	NOTARY PUBLIC, State of Florida _____ My Commission Expires: _____

IMPORTANT: SEE REVERSE

SERVICE OF PROCESS <input type="checkbox"/> PROCESS SERVER <input type="checkbox"/> SHERIFF <input type="checkbox"/> MAIL	FILING FEE AMOUNT	RECEIPT NUMBER
--	-------------------	----------------

NOTE: If the claim is based upon a written document, a copy, or the material part thereof, shall be attached to the statement of claim.

**INSTRUCTION SHEET
IMPORTANT**

YOU MUST advise the Clerk, in writing, of any change in your mailing address.

If you are a DEFENDANT and fail to appear on the designated date, in person or by an attorney, a judgment may be entered against you.

Plaintiff(s) will not be entitled to a default or judgment in the absence of an affidavit regarding the defendant's military status in compliance with applicable law. This form, if sworn to, will meet the above requirements.

If you are a PLAINTIFF and fail to appear on the designated date, in person or by an attorney, this case may be dismissed for Want of Prosecution.

Any claim of the Defendant against the Plaintiff, arising out of the same transaction or occurrence which is the subject matter of plaintiff's claim, shall be filed not less than 5 days prior to the appearance date, or within such times as the Court designates. When a counterclaim or set-off exceeds the jurisdiction of the Court, it shall be filed in writing before or at the pretrial hearing, and the action shall then be transferred to the Court having jurisdiction thereof. As evidence of good faith, the counter-claimant shall deposit a sum sufficient to pay the filing fee in the Court to which the case is to be transferred with his counterclaim.

FAILURE TO MAKE THE DEPOSIT WAIVES THE RIGHT TO TRANSFER.

TRIAL BY JURY may be had upon written demand by Plaintiff made at the commencement of the action or by any defendant within 5 days after service of the notice to appear or at the Pretrial Conference. If the demand is not made, the right to trial by jury is waived.

If at any time in the proceedings a settlement is reached between the parties, this office should be notified in writing by the Plaintiff.

If you have any questions regarding procedures, this office will assist you. This office cannot furnish legal advice to you. Please consult your attorney for legal advice.

CAUTION

A copy of any paper that you file at any time with the Clerk or Judge **MUST** be sent by you to each attorney appearing in the case, if any, or to all parties not represented by an attorney. You must set forth the date and to whom you sent the copy (or copies) of the paper filed, which would be followed by your signature.

**AMERICANS WITH DISABILITIES ACT OF 1990
ADA NOTICE**

“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Eleventh Judicial Circuit Court’s ADA Coordinator, Lawson E. Thomas Courthouse Center, 175 NW 1st Ave., Suite 2702, Miami, FL 33128, Telephone (305) 349-7175; TDD (305) 349-7174, Fax (305) 349-7355 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”

IN THE COUNTY COURT OF THE
ELEVENTH JUDICIAL CIRCUIT IN
AND FOR MIAMI-DADE COUNTY, FLORIDA

CIVIL DIVISION

CASE NO.

Type Plaintiff's Name,)
)
Plaintiff,)
)
vs.)
)
Type Defendant's Name)
)
)
)
Defendant.)
_____)

NOTICE OF HEARING

TO: Type Other Party's Name
Type Address

YOU ARE HEREBY NOTIFIED that we will call up for hearing before the Honorable (type Judge's Name), at (Type Time) on (Type month, day and year), at Room (type #) of the (type name of courthouse and address), or as soon thereafter as same can be heard: (type name of Motion).

CERTIFICATE OF GOOD FAITH

Movant counsel certifies that a bona fide effort to agree or to narrow the issues on the Motion noticed has been made with opposing counsel or that, because of time considerations, such effort has not as yet been made but will be made prior to the scheduled hearing.

I HEREBY CERTIFY that a true and correct copy of this Notice of Hearing was mailed to the above-named addressee on (type date).

Respectfully submitted,

Sign _____
Print Name/Address/Telephone # _____

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the court Administrator at (305) 375-5278 no later than seven days prior to the proceedings. Telephone the Court Administrator for information; 1-800-955-8771 (V), via Florida Relay Service."

In the County Court Of The
Eleventh Judicial Circuit In And For
Miami-Dade County, Florida

Civil Division

Case No.

Plaintiff

v.

MOTION FOR CONTINUANCE

Defendant

COMES NOW the Plaintiff, (state name), and moves for a continuance and as grounds therefor would show:

1. This matter is scheduled for (type name of proceeding) on (type date) at (type time).
2. Plaintiff is unable to attend this proceeding because (state reasons for the need for a continuance):
 - Counsel not available – state reason
 - Party not available – state reason
 - Witness not available – state name and reason
3. I have contacted the other party and they agree / do not agree to continue the (state the name of the proceeding, e.g., hearing/trial).
4. This motion is not sought for delay, but so that justice may be served.

WHEREFORE Plaintiff requests this Court to grant Plaintiff's Motion For Continuance.

CERTIFICATE OF SERVICE

I certify that a copy hereof has been furnished to (here insert name) at (address) by (delivery) (mail) on (date).

Sign _____
Print Name/Address/Telephone #

<input type="checkbox"/> IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR DADE COUNTY, FLORIDA. <input type="checkbox"/> IN THE COUNTY COURT IN AND FOR DADE COUNTY, FLORIDA.		
DIVISION <input type="checkbox"/> CIVIL <input type="checkbox"/> FAMILY <input type="checkbox"/> CRIMINAL <input type="checkbox"/> OTHER	SUBPOENA DUCES TECUM FOR TRIAL (Order to appear for trial with the items listed)	CASE NUMBER
PLAINTIFF(S)/PETITIONER	VS. DEFENDANT(S)/RESPONDENT	CLOCK IN

THE STATE OF FLORIDA:

TO: _____

YOU ARE COMMANDED to appear before the HONORABLE _____, Judge of the
 Court at, _____
 in Dade County Florida, on _____, 19 _____, at _____m.,
 to testify in this action and to have with you at that time and place the following:

IF YOU FAIL TO APPEAR, YOU MAY BE IN CONTEMPT OF COURT.

You are subpoenaed to appear by the following attorneys: _____
 and unless excused from this subpoena by these attorneys or the Court, you shall respond to this subpoena as
 directed.

HARVEY RUVIN CLERK OF COURTS	BY: _____ DEPUTY CLERK	DATE
---------------------------------	---------------------------	------

Filed By: _____ Address: _____ _____ Florida Bar No.: _____
--

(Court Seal)

AMERICANS WITH DISABILITIES ACT OF 1990
 In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation
 to participate in this proceeding should contact the Court ADA Coordinator/Ellis D. Pettigrew, no later than 7
 days prior to the proceedings at (305) 375-2006 (voice), or (305) 375-2007 (TDD).

☐ IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR MIAMI-DADE COUNTY, FLORIDA
☐ IN THE COUNTY COURT IN AND FOR MIAMI-DADE COUNTY, FLORIDA

DIVISION

☐ CIVIL
☐ OTHER

**FINAL JUDGMENT
AGAINST DEFENDANT(S)**

PLAINTIFF(S)

VS. DEFENDANT(S)

CASE NUMBER:

IT IS ADJUDGED that the Plaintiff(s): _____

recover from the Defendant(s): _____

the sum of \$ _____ on principal
pre-judgment interest of \$ _____
attorney's fees \$ _____
with costs of \$ _____
making a total of \$ _____

All of which shall bear interest at the rate of _____% for the current year and thereafter at the prevailing rate per year as provided for by Florida Statute, for all of which let execution issue.

OPTIONAL

- ☐ It is further ordered and adjudged that the defendant(s) shall complete Florida Small Claims Rules Form 7.343 (Fact Information Sheet) and return it to the plaintiff's attorney, or to the plaintiff if the plaintiff is not represented by an attorney, within 45 days from the date of this final judgment, unless the final judgment is satisfied or a motion for new trial or notice of appeal is filed.

Jurisdiction of this case is retained to enter further orders that are proper to compel the defendant(s) to complete form 7.343 and return it to the plaintiff's attorney, or the plaintiff if the plaintiff is not represented by an attorney.

ORDERED In Miami-Dade County, Florida, this _____ day of _____, 20____.

County Court Judge

COPIES FURNISHED TO PLAINTIFF(S)

Plaintiff(s)'s Address _____

Plaintiff(s)'s Address _____

COPIES FURNISHED TO DEFENDANT(S)

Defendant(s)'s Address _____

Social Security # (if known) _____

Defendant(s)'s Address _____

Social Security # (if known) _____

CLOCK IN

IN THE COUNTY COURT OF ~~HAMILTON~~ COUNTY, FLORIDA
CIVIL DIVISION
CASE NO. _____

PLAINTIFF,

Vs.

DEFENDANT.
_____ /

FINAL JUDGMENT FOR DEFENDANT

It is adjudged that the plaintiff(s), _____, take nothing by this
suit and that the defendant(s), _____, go hence
without delay.

ORDERED this day of , .

County Court Judge

Copies furnished to parties at addresses shown above.

☐ IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR DADE COUNTY, FLORIDA
☐ IN THE COUNTY COURT IN AND FOR DADE COUNTY, FLORIDA

DIVISION

☐ CIVIL
☐ OTHER

**EX PARTE MOTION AND ORDER FOR
HEARING IN AID OF EXECUTION**

CASE NUMBER

PLAINTIFF(S)/CREDITOR

VS. DEFENDANT(S)/DEBTOR

CLOCK IN

MOTION

The Judgment Creditor, _____, pursuant to Florida Small Claims Rule 7.221, moves for an order requiring the judgment debtor(s), _____, to appear at a hearing in aid of execution for the purpose of examining the judgment debtor(s) regarding his/her/their ability to satisfy the final judgment entered in this cause and requiring the judgment debtor(s) to complete a **FACT SHEET** and bring it to the hearing in aid of execution.

ORDER

Judgment Creditor

It is **ORDERED AND ADJUDGED** that the judgment debtor(s) _____

Address _____

1. Appear before Judge _____ on the _____ day of _____, 20____ at _____ o'clock _____ M. in Courtroom _____ located at _____

_____, Dade County, Florida to be examined as to the judgment debtor(s)'s ability to satisfy the final judgment entered in the cause; and

2. bring to the hearing all documents and papers that relate to the judgment debtor(s)'s financial condition and the completed, notarized fact sheet attached hereto.

Judgment debtor(s)'s failure to comply with this order shall be grounds for contempt.

ORDERED at _____, Florida, on _____, 20____

Plaintiff's Address _____

Telephone No. _____

JUDGE

AMERICANS WITH DISABILITIES ACT OF 1990

IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE DADE COUNTY COURT'S ADA COORDINATOR AT 73 WEST FLAGLER STREET, ROOM 1600, MIAMI, FLORIDA, 33130, TELEPHONE NUMBERS (305) 349-7174 FOR VOICE, (305) 349-7174 FOR TDD AND (305) 349-7011 FOR FAX, WITHIN TWO (2) WORKING DAYS OF YOUR RECEIPT OF THIS DOCUMENT. TDD USERS MAY ALSO CALL 1-800-955-8771 FOR THE FLORIDA RELAY SERVICE.

IN THE _____ COURT FOR THE
_____ JUDICIAL CIRCUIT IN AND FOR
_____ COUNTY, FLORIDA

Plaintiff,
vs.

CASE NO.

FACT INFORMATION SHEET
(Individual)

Defendant,

PURSUANT TO THE TERMS OF THE DEFAULT FINAL JUDGMENT FOR THE PLAINTIFF ENTERED
IN THIS MATTER AND/OR RULE 1.560 OF THE FLORIDA RULES OF CIVIL PROCEDURE, THE
DEFENDANT IS REQUIRED TO PROVIDE, UNDER OATH THE FOLLOWING INFORMATION TO
THE PLAINTIFF'S ATTORNEY WITHIN 45 DAYS:

Full Legal Name: _____
Nicknames or Aliases: _____
Residence Address: _____
Mailing Address (if different): _____
Telephone Numbers: (Home) _____ (Business) _____

Name of Employer: _____
Address of Employer: _____

Position or Job Description: _____

Rate of Pay: \$ _____ per _____. Average Paycheck: \$ _____ per _____.
Average Commissions or Bonuses: \$ _____ per _____. Commissions or bonuses are based on _____.
Other Personal Income: \$ _____ from _____.
(Explain details on the back of this sheet or an additional sheet if necessary.)

Social Security Number: _____ Birthdate: _____
Driver's License Number: _____
Marital Status: _____ Spouse's Name: _____

Spouse Related Portion

Spouse's Address (if different): _____

Spouse's Social Security Number: _____ Birthdate: _____
Spouse's Employer: _____

Spouse's Average Paycheck or Income: \$ _____ per _____.
Other Family Income: \$ _____ per _____. (Explain details on back of this sheet or an additional sheet if necessary.)

Please attach copies of the following:

- a. Your last pay stub.
- b. Your last 3 statements for each bank, savings, credit union, or other financial account.
- c. Your motor vehicle registrations and titles.
- d. Any deeds or titles to any real or personal property you own or are buying, or leases to property you are renting.
- e. Your financial statements, loan applications, or lists of assets and liabilities submitted to any person or entity within the last 3 years.
- f. Your last 2 income tax returns filed.

UNDER PENALTY OF PERJURY, I SWEAR OR AFFIRM THAT THE FOREGOING ANSWERS ARE TRUE AND COMPLETE.

Judgment Debtor

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 200____ by _____ who is personally known to me or has produced _____ as identification and who did/did not take an oath.

WITNESS my hand and official seal, this _____ day of _____, 200_____.

Notary Public, State of Florida

My Commission expires:

THE JUDGMENT DEBTOR SHALL FILE WITH THE CLERK OF THE COURT A NOTICE OF COMPLIANCE AFTER THE ORIGINAL FACT INFORMATION SHEET, TOGETHER WITH ALL ATTACHMENTS, HAS BEEN DELIVERED TO THE JUDGMENT CREDITOR'S ATTORNEY, OR TO THE JUDGMENT CREDITOR IF THE JUDGMENT CREDITOR IS NOT REPRESENTED BY AN ATTORNEY.

IN THE _____ COURT FOR THE
_____ JUDICIAL CIRCUIT IN AND FOR
_____ COUNTY, FLORIDA

Plaintiff,
vs.

CASE NO. _____

Defendant,

FACT INFORMATION SHEET
(Corporation or other business entity)

**PURSUANT TO RULE 1.560 OF THE FLORIDA RULES OF CIVIL PROCEDURE, DEFENDANT IS
REQUIRED TO PROVIDE, UNDER OATH THE FOLLOWING INFORMATION TO THE
PLAINTIFF'S ATTORNEY WITHIN 45 DAYS**

Name of entity: _____
Name and title of person filling out this form: _____
Telephone number: _____
Place of business: _____
Mailing address (if different): _____
Gross/taxable income reported for federal income tax purposes last three years: _____

Gross: \$ _____ Taxable: _____
Gross: \$ _____ Taxable: _____
Gross: \$ _____ Taxable: _____

Taxpayer identification number: _____
Is this entity an S corporation for federal income tax purposes? _____ Yes _____ No
Average number of employees per month _____
Name of each shareholder, member, or partner owning 5% or more of the entity's common stock, preferred stock,
or other equity interest: _____

Names of officers, directors, members, or partners: _____

Checking account at: _____ Account # _____

Savings account at: _____ Account # _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 200____ by _____ who is personally known to me or has produced _____ as identification and who did/did not take an oath.

WITNESS my hand and official seal, this _____ day of _____, 200_____.

Notary Public, State of Florida

My Commission expires:

THE JUDGMENT DEBTOR SHALL FILE WITH THE CLERK OF THE COURT A NOTICE OF COMPLIANCE AFTER THE ORIGINAL FACT INFORMATION SHEET, TOGETHER WITH ALL ATTACHMENTS, HAS BEEN DELIVERED TO THE JUDGMENT CREDITOR'S ATTORNEY, OR TO THE JUDGMENT CREDITOR IF THE JUDGMENT CREDITOR IS NOT REPRESENTED BY AN ATTORNEY.

☐ IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR DADE COUNTY, FLORIDA.
☐ IN THE COUNTY COURT IN AND FOR DADE COUNTY, FLORIDA.

DIVISION
☐ CIVIL
☐ OTHER

PETITION FOR RULE TO SHOW CAUSE

CASE NUMBER

PLAINTIFF(S)

VS. DEFENDANT(S)

CLOCK IN

The plaintiff(s), by and through their undersigned attorney(s), respectfully represent(s) unto the Court as follows:

That the Defendant(s) _____ did fail and refuse to appear before the Notary Public on _____ for the taking of their deposition, as required by the Subpoena of this Court, served on _____ (Date)

The certificate of Non-appearance has been filed by the Notary Public in this cause.

Wherefore, Plaintiff(s) move(s) this Court for a Rule to Show Cause directed to said Defendant(s) requiring the Defendant(s) to show cause before this Court why s(he) (they) should not be held in contempt for failure and refusal to appear for the taking of said deposition.

_____ having been sworn, deposes and says:

That s(he) is one of the Plaintiff's attorneys in the foregoing cause, and the matters and things set forth in the foregoing Petition are true and correct.

Attorney(s) for Plaintiff

Sworn and Subscribed before me this

_____ day of _____, 19____

NOTARY PUBLIC, State of Florida
My Commission Expires:

- ☐ IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR DADE COUNTY, FLORIDA.
☐ IN THE COUNTY COURT IN AND FOR DADE COUNTY, FLORIDA.

DIVISION
☐ CIVIL
☐ OTHER

RULE TO SHOW CAUSE

CASE NUMBER

PLAINTIFF(S)

VS. DEFENDANT(S)

CLOCK IN

THIS CAUSE, having been heard on Plaintiff's Petition for Rule to Show Cause, and this Court being fully advised, it is

ORDERED that you, _____ are hereby commanded to appear before the undersigned Judge at:

☐ Dade County Courthouse, 73 West Flagler Street, Room _____

☐ _____, Room _____

Dade County, Florida, on the _____ day of _____, 19____ at _____

o'clock _____ M., on said day and at that time show cause, if any, why you should not be adjudged in con-
tempt and punished by assessment of attorney's fees and costs, fine and/or jail for your failure to appear for the taking
of your deposition as required by subpoena served upon you on _____

You may purge yourself(yes) of contempt of Court by appearing at the law offices of _____

for the taking of your deposition on _____
at _____ o'clock _____ M.

ORDERED in Dade County, Florida, this _____ day of _____, 19____

JUDGE

IN THE CIRCUIT COURT OF THE
ELEVENTH JUDICIAL CIRCUIT IN
AND FOR DADE COUNTY, FLORIDA

CASE NO.:

Plaintiff,

vs.

FINDING OF DIRECT
CONTEMPT OF COURT
AND ORDER OF COMMITMENT

Defendant.

The above styled cause having come on to be heard on the
Court's own Motion for Direct Contempt of Court, and the Court
having heard testimony and provided an opportunity to

to answer why he should not be held in contempt of Court, and
being fully advised in the premises, finds as follows:

Based on the foregoing this Court finds that the Contemnor
willfully and flagrantly violated the _____ of
this Court and therefore is in Direct Contempt of this Court. In
consideration of the foregoing, it is

ORDERED AND ADJUDGED that _____
be confined in a facility of the Dade County Department of
Corrections and Rehabilitation for a period of _____

IT IS FURTHER ORDERED that the Contemnor _____
pay a fine of _____

DONE AND ORDERED in Chambers at Miami, Dade County, Florida
this _____ day of _____ 19____

Circuit Court Judge

DIVISION

- ☐ CIVIL
☐ OTHER

CIVIL WRIT OF BODILY ATTACHMENT
(Writ to Apprehend a Person)

**PLAINTIFF(S)/
PETITIONER(S)**

**DEFENDANT(S)/
RESPONDENT(S)**

CASE NUMBER:

TO EACH SHERIFF OF THE STATE OF FLORIDA:

You are hereby commanded to take into your custody:

and

☐ Place him/her in the Miami-Dade County Jail until such time as (s)he may be brought before Judge _____ located at: _____

☐ Bring him/her before Judge _____ located at _____

Instantly, for the following reason(s):

☐ To answer the Defendant(s)/Respondent(s) failure to appear at a hearing for contempt on: _____, 20____, of which

Defendant/Respondent was noticed
and/or

CLERK IN

DIRECTIONS TO SHERIFF

This Writ shall be promptly served and executed between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday (legal holidays excluded), and shall expire and terminate if not served sixty (60) days from the date of this Order. In rare instances when the Defendant/Respondent is taken into custody during normal Court hours but cannot, after diligent effort be brought before a Judge on the same date this Writ is served, said Defendant/Respondent may be confined in the Miami-Dade County Jail until the earliest possible time that he can be brought before the Court. However, Defendant/Respondent may secure release pursuant to the conditions specified below. (Check appropriate box).

☐ Defendant/Respondent may be released upon the posting of a bond in the amount of \$ _____

(SPECIFY OTHER CONDITIONS OF RECOGNIZANCE)

☐ There is reason to believe that Defendant/Respondent is not subject to attachment during the above hours. Accordingly, the Defendant/Respondent may be taken into custody at such time as he is located and apprehended and may be confined in the Miami-Dade County Jail until the earliest possible time that Respondent/Defendant can be brought before aforesaid Judge, or, in his absence, before any of the other Judges of the _____ Court, for the reasons specified herein. However, the Respondent/Defendant may secure release pursuant to the foregoing conditions. Upon execution of this Writ, the sheriff shall promptly notify, by telephone, the following:

(SPECIFY NAME AND TELEPHONE NUMBER OF PERSON TO BE NOTIFIED)

- ☐ IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR DADE COUNTY, FLORIDA.
☐ IN THE COUNTY COURT IN AND FOR DADE COUNTY, FLORIDA.

DIVISION

- ☐ CIVIL
☐ FAMILY
☐ CRIMINAL
☐ OTHER

SUBPOENA FOR DEPOSITION

CASE NUMBER

PLAINTIFF(S)/PETITIONER

VS. DEFENDANT(S)/RESPONDENT

SERVICE

THE STATE OF FLORIDA:

TO: _____

YOU ARE COMMANDED to appear before a person authorized by law to take depositions at

in _____, Florida, on _____, 20____, at _____, m., for the
 taking of your deposition in this action.

IF YOU FAIL TO APPEAR, YOU MAY BE IN CONTEMPT OF COURT.

You are subpoenaed to appear by the following attorneys: _____ and unless
 excused from this subpoena by these attorneys or the Court, you shall respond to this subpoena as directed.

**HARVEY RUVIN
 CLERK OF COURTS**

BY: _____

DEPUTY CLERK

DATE

Attorney for: _____

Address: _____

Florida Bar No.: _____

(Court Seal)

AMERICANS WITH DISABILITIES ACT OF 1990

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Attorney noted, no later than 7 days prior to the proceedings.

☐ IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR DADE COUNTY, FLORIDA.
☐ IN THE COUNTY COURT IN AND FOR DADE COUNTY, FLORIDA.

DIVISION

- ☐ CIVIL
☐ FAMILY
☐ CRIMINAL
☐ OTHER

SUBPOENA DUCES TECUM FOR DEPOSITION
(Order to appear with the items listed and give deposition)

CASE NUMBER

PLAINTIFF(S)/PETITIONER

VS. DEFENDANT(S)/RESPONDENT

SERVICE

THE STATE OF FLORIDA:

TO: _____

YOU ARE COMMANDED to appear before a person authorized by law to take depositions

at _____

in _____ Florida, on _____, 20____ at _____ m., for the taking
of your deposition in this action and to have with you at that time and place the following:

IF YOU FAIL TO APPEAR, YOU MAY BE IN CONTEMPT OF COURT.

You are subpoenaed to appear by the following attorneys: _____, and unless
excused from this subpoena by these attorneys or the Court, you shall respond to this subpoena as directed.

HARVEY RUVIN
CLERK OF COURTS

BY: _____

DEPUTY CLERK

DATE

Attorney for: _____

Address: _____

Florida Bar No.: _____

(Court Seal)

AMERICANS WITH DISABILITIES ACT OF 1990

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Attorney noted, no later than 7 days prior to the proceedings.

<input type="checkbox"/> IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR DADE COUNTY, FLORIDA. <input type="checkbox"/> IN THE COUNTY COURT IN AND FOR DADE COUNTY, FLORIDA.			
DIVISION <input type="checkbox"/> CIVIL <input type="checkbox"/> OTHER	ORDER FOR EXECUTION		CASE NUMBER
PLAINTIFF(S)	VS. DEFENDANT(S)		CLOCK IN

THIS CAUSE having been heard before the Court on Plaintiff's Motion for an order allowing execution to be issued, forthwith, and it appearing that the defendant has failed to abide by the Judgment entered by this court on _____ and the Court being fully advised, it is:

ORDERED AND ADJUDGED that the sum of \$ _____ is now due and owing to the Plaintiff(s) _____ by the Defendant(s) _____ as a result of the Judgment previously entered by the Court, for which sum let execution be issued forthwith.

ORDERED in Dade County, Florida, this _____ day of _____, 19____.

JUDGE

- ☐ IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR DADE COUNTY, FLORIDA.
☐ IN THE COUNTY COURT IN AND FOR DADE COUNTY, FLORIDA.

DIVISION

- ☐ CIVIL
☐ CRIMINAL
☐ OTHER

EXECUTION

CASE NUMBER

CLOCK IN

PLAINTIFF(S)

VS.

DEFENDANT(S)

TO EACH SHERIFF OF THE STATE OF FLORIDA

YOU ARE COMMANDED to levy on the property subject to execution of _____

in the sum of _____ dollars (\$ _____)
with interest at _____ % a year from _____, 20____, until paid and to have
this writ before the court when satisfied.

HARVEY RUVIN
CLERK OF COURTS

DATE

BY: _____

DEPUTY CLERK

COURT SEAL

ADDRESS OF JUDGMENT DEBTOR(S)

FILED BY

Name _____

Address _____

Telephone No. _____

DIVISION _____

CASE NO.

INSTRUCTIONS FOR LEVY

DATE:

DESCRIPTION OF PROPERTY AND INSTRUCTIONS

including but not limited to:

It is understood and agreed that you as the sheriff of _____ County, Florida are hereby held harmless by the undersigned against liability for any loss or damage that might be sustained by anyone whomsoever by reason of your levying upon the above described property and that you shall be indemnified by the undersigned for any expended incurred by reason of any claim made upon you while acting in accordance with these instructions.

Filed By:

BY: _____
Signature

Note: Section 3030 of the Florida Statutes, provides that if the Sheriff is requested to levy on property not specifically described in a writ of if a third party claims an interest in specified property, he may require the Plaintiff to furnish a bond payable to the Sheriff. The bond is conditions to hold the Sheriff harmless against liability for any loss or damage that might be sustained by anyone by reason of the levy and indemnifying him for any expenses incurred.

- ☐ IN THE CIRCUIT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR MIAMI-DADE COUNTY, FLORIDA
☐ IN THE COUNTY COURT IN AND FOR MIAMI-DADE COUNTY, FLORIDA

DIVISION

☐ CIVIL

☐ OTHER

MOTION FOR GARNISHMENT AFTER JUDGMENT

CASE NUMBER

PLAINTIFF(S)

VS. DEFENDANT(S)

CLOCK IN

GARNISHEE(S)

THE PLAINTIFF(S), _____

by and through the undersigned attorney(s) and state(s) that Judgment has been entered herein against the Defendant(s) _____

in the amount of \$ _____

and for the costs in the amount of \$ _____

making a total of \$ _____

Plaintiff(s) suggest(s) that _____

is (are) indebted to, or has (have) tangible or intangible personal property of the Defendant(s) _____

In their hands, possession or control, and moves(s) that the Clerk of the above Court issue a WRIT OF

GARNISHMENT, commanding the Garnishee(s) named above to answer according to law in such cases provided.

Plaintiff/Plaintiff(s) Attorney(s)/Agent

Attorney Address

Clerk's web address: www.miami-dadeclerk.com

- ☐ IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.
☐ IN THE COUNTY COURT IN AND FOR MIAMI-DADE COUNTY, FLORIDA.

DIVISION

☐ CIVIL

☐ OTHER

WRIT OF GARNISHMENT

CASE NUMBER

PLAINTIFF

VS. DEFENDANT

CLOCK IN

TO EACH SHERIFF OF THE STATE OF FLORIDA

YOU ARE COMMANDED to summon the garnishee _____

_____ to serve an answer to this writ on plaintiff, or plaintiff's attorney, whose name is _____, address _____,

within 20 days after service on the garnishee, exclusive of the day of service and to file the original with the Clerk of this Court either before service on the plaintiff or plaintiff's attorney or immediately thereafter, stating whether the garnishee is indebted to defendant _____

_____ at the time of the answer or was indebted at the time of service of the writ, or at any time between such times, and in what sum and what tangible and intangible personal property of the defendant the garnishee is in possession or control of at the time of the answer or had at the time of service of this writ, plus sufficient time not to exceed 1 business day for the garnishee to act expeditiously on the writ or at any time between such times, and whether the garnishee knows of any other person indebted to the defendant or who may be in possession or control of any of the property of the defendant. The amount set in plaintiff's motion is \$ _____.

**HARVEY RUVIN
CLERK OF COURTS**

BY: _____

DEPUTY CLERK

DATE

In order that you may obtain legal advice, if desired, plaintiff has deposited \$ _____ to apply toward your attorney's fee under the provisions of Chapter 77.28 of the Florida Statutes.

Chapter 77.06 Florida: "Service of the writ shall make garnishee liable for all debts due by him to defendant, and for any tangible or intangible personal property of defendant in his possession or control at the time of the service of the writ or at any time between the service and the time of his answer."

NOTICE TO THE DEFENDANT: Pursuant to Chapter 77.07 of the Florida Statutes you may by motion, obtain the dissolution of a writ of garnishment, unless the petitioner proves the grounds upon which the writ was issued and unless, in the case of a prejudgment writ, there is a reasonable probability that the final judgment in the underlying action will be rendered in his favor.

IMPORTANT : SEE REVERSE

DIVISION

- ☐ CIVIL
- ☐ CRIMINAL
- ☐ OTHER

**CONTINUING WRIT OF
GARNISHMENT AGAINST
SALARY OR WAGES**

PLAINTIFF(S)

VS. DEFENDANT(S)

CASE NUMBER:

TO EACH SHERIFF OF THE STATE OF FLORIDA

YOU ARE COMMANDED to summon the garnishee, _____
whose address is _____
who is required to serve an answer to this writ on _____
plaintiff's attorney, whose address is _____
within 20 days after service of this writ, exclusive of the day of service, and to file
the original with the clerk of court either before service on the attorney or immediately
thereafter. The answer shall state whether the garnishee is the employer of the
defendant _____ and whether the garnishee is
indebted to the defendant by reason of salary or wages. The garnishee's answer
shall specify the periods of payment (for example, weekly, bi-weekly or monthly), and
amount of salary or wages and be based on the defendant's earnings for the pay
period during which this writ is served on the garnishee.

During each pay period, a portion of the defendant's salary or wages as it becomes due shall be held and not disposed
of or transferred until further order of this court. The amount of salary or wages to be withheld for each pay period shall
be made in accordance with the following paragraph. This writ shall continue until the plaintiff's judgment is paid in full
or until otherwise provided by court order.

Federal law (15 U.S.C. §§1671-1673) limits the amount to be withheld from salary or wages to no more than 25% of
any individual defendant's disposable earnings (the part of earnings remaining after the deduction of any amounts
required by law to be deducted) for any pay period or to no more than the amount by which the individual's disposable
earnings for the pay period exceed 30 times the federal minimum hourly wage, whichever is less.

For administrative costs, the garnishee may collect \$ _____ against the salary or wages of the
defendant for the first deduction and \$ _____ for each deduction thereafter.

The total amount of the final judgment outstanding as set out in the plaintiff's motion is \$ _____

continued on reverse

Clerk's web address: www.miami-dadeclerk.com

CLOCK IN

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA

www.flsb.uscourts.gov

Name of Debtor

Case Number

PROOF OF CLAIM

NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503. (See Local Rule 3001-1(B))

Name of Creditor (The person or other entity to whom the debtor owes money or property):

☐ Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars.

Name and Address where notices should be sent:

☐ Check box if you have never received any notices from the bankruptcy court in this case.

Telephone Number:

☐ Check box if the address differs from the address on the envelope sent to you by the court.

THIS SPACE IS FOR COURT USE ONLY

Last four digits of account or other number by which creditor identifies debtor (If SS# only list last 4 digits of SS#):

Check here if this claim

☐ replaces
☐ amends

a previously filed claim, dated _____

1. Basis for Claim

- ☐ Goods sold
☐ Services performed
☐ Money loaned
☐ Personal injury/wrongful death
☐ Taxes
☐ Other _____

- ☐ Retiree benefits as defined in 11 U.S.C. § 1114(a)
☐ Wages, salaries, and compensation (fill out below)
Last four digits of SS #: _____
Unpaid compensation for services performed
from _____ to _____
(date) (date)

2. Date debt was incurred:

3. If court judgment, date obtained:

4. Classification of Claim. Check the appropriate box or boxes that best describe your claim and state the amount of the claim at the time case filed. See reverse side for important explanations.

Unsecured Nonpriority Claim \$ _____

☐ Check this box if: a) there is no collateral or lien securing your claim, or b) your claim exceeds the value of the property securing it, or if c) none or only part of your claim is entitled to priority.

Unsecured Priority Claim.

☐ Check this box if you have an unsecured priority claim, all or part of which is entitled to priority.
Amount entitled to priority \$ _____

Specify the priority of the claim:

- ☐ Domestic support obligations under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B).
☐ Wages, salaries, or commissions (up to \$10,000),* earned within 180 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. § 507(a)(4).
☐ Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(5).

Secured Claim

☐ Check this box if your claim is secured by collateral (including a right of setoff).

Brief Description of Collateral:

☐ Real Estate ☐ Motor Vehicle ☐ Other _____
Value of Collateral: \$ _____

Amount of arrearage and other charges at time case filed included in secured claim, if any: \$ _____

☐ Up to \$2,225* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(7).

☐ Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8).

☐ Other - Specify applicable paragraph of 11 U.S.C. § 507(a)(____).

*Amounts are subject to adjustment on 4/1/07 and every 3 years thereafter with respect to cases commenced on or after date of adjustment.

5. Total Amount of Claim at Time Case Filed: \$ _____ + _____ + _____ = 0.00
(Unsecured Nonpriority) (Secured) (Unsecured Priority) (Total)

☐ Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.

6. Credits: The amount of all payments on this claim has been credited and deducted for the purpose of making this proof of claim.

7. Supporting Documents: Attach legible copies of supporting documents, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, court judgments, mortgages, security agreements, and evidence of perfection of lien. DO NOT SEND ORIGINAL DOCUMENTS. If the documents are not available, explain. If the documents are voluminous, attach a summary. Supporting documents should not exceed 5 pages. (See reverse for instructions)

8. Date-Stamped Copy: To receive an acknowledgment of the filing of your claim, enclose a stamped, self-addressed envelope and copy of this proof of claim. Research and/or copy charges will apply for future copy requests of claims.

Date

Sign and print the name and title, if any, of the creditor or other person authorized to file this claim (attach copy of power of attorney, if any):

THIS SPACE IS FOR COURT USE ONLY

Penalty for presenting fraudulent claim: Fine of up to \$500,000 or imprisonment for up to 5 years, or both. 18 U.S.C. §§ 152 and 3571.

IN THE COUNTY COURT IN AND FOR
MIAMI-DADE COUNTY, FLORIDA

CIVIL DIVISION

CASE NO. _____

SATISFACTION OF JUDGMENT

Plaintiff,

vs.

Defendant,

KNOW ALL MEN BY THESE PRESENTS, that the above named Plaintiff, being the owner and holder of that certain Final Judgment rendered in the above-styled cause, wherein the parties are Plaintiff and Defendant, respectively, on _____, and recorded in Official Records Book ____ at page ____ of the Public Records of County, Florida, hereby acknowledges satisfaction of said Final Judgment and directs the Clerk of the above mentioned Court to cancel same of record.

IN WITNESS WHEREOF, the said Plaintiff has signed these presents in its name by _____, this _____ day of _____, 2006.

BY: _____

Plaintiff

Address

City, State Zip Code

Telephone Number

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

BEFORE ME, personally appeared _____ who is personally known to me OR Produced Identification _____ Type of Identification Produced _____ and, having been duly sworn, deposes and says that he /she is the Plaintiff and as such he/she executed the foregoing Satisfaction of Judgment for the purposes therein expressed.

WITNESS my hand and official seal at Miami, Miami-Dade County, Florida this _____ day of _____, 2006.

AS NOTARY PUBLIC

Florida Small Claims Rules

Approved Forms

RULE 7.300. FORMS

The following forms of process are sufficient in all actions.

The following forms of statements of claim and other papers are sufficient for the types of actions which they respectively cover. They are intended for illustration only. They and like forms may be used with such modifications as may be necessary to meet the facts of each particular action so long as the substance thereof is expressed without prolixity. The common counts are not sufficient. The complaint forms appended to the Florida Rules of Civil Procedure may be utilized if appropriate.

The following forms are approved:

FORM 7.310. CAPTION

(name of court)

A. B.,)	
)	
Plaintiff,)	
)	
-vs-)	No.
)	
C. D.,)	
)	
Defendant.)	

(designation of pleading)

FORM 7.322. SUMMONS/NOTICE TO APPEAR FOR PRETRIAL CONFERENCE

(CAPTION)

STATE OF FLORIDA — NOTICE TO PLAINTIFF(S) AND DEFENDANT(S)

YOU ARE HEREBY NOTIFIED that you are required to appear in person or by attorney at the in Courtroom #....., located at, on(date)....., atm., for a PRETRIAL CONFERENCE before a judge of this court.

IMPORTANT — READ CAREFULLY
THE CASE WILL NOT BE TRIED AT THAT TIME.
DO NOT BRING WITNESSES — APPEAR IN PERSON OR BY ATTORNEY

The defendant(s) must appear in court on the date specified in order to avoid a default judgment. The plaintiff(s) must appear to avoid having the case dismissed for lack of prosecution. A written MOTION or ANSWER to the court by the plaintiff(s) or the defendant(s) shall not excuse the personal appearance of a party or its attorney in the PRETRIAL CONFERENCE. The date and time of the pretrial conference CANNOT be rescheduled without good cause and prior court approval.

A corporation may be represented at any stage of the trial court proceedings by an officer of the corporation or any employee authorized in writing by an officer of the corporation. Written authorization must be brought to the Pretrial Conference.

The purpose of the pretrial conference is to record your appearance, to determine if you admit all or part of the claim, to enable the court to determine the nature of the case, and to set the case for trial if the case cannot be resolved at the pretrial conference. You or your attorney should be prepared to confer with the court and to explain briefly the nature of your dispute, state what efforts have been made to settle the dispute, exhibit any documents necessary to prove the case, state the names and addresses of your witnesses, stipulate to the facts that will require no proof and will expedite the trial, and estimate how long it will take to try the case.

Mediation may take place at the pretrial conference. Whoever appears for a party must have full authority to settle. Failure to have full authority to settle at this pretrial conference may result in the imposition of costs and attorney fees incurred by the opposing party.

If you admit the claim, but desire additional time to pay, you must come and state the circumstances to the court. The court may or may not approve a payment plan and withhold judgment or execution or levy.

RIGHT TO VENUE. The law gives the person or company who has sued you the right to file in any one of several places as listed below. However, if you have been sued in any place other than one of these places, you, as the defendant(s), have the right to request that the case be moved to a proper location or venue. A proper location or venue may be one of the following: (1) where the contract was entered into; (2) if the suit is on an unsecured promissory note, where the note is signed or where the maker resides; (3) if the suit is to recover property or to foreclose a lien, where the property is located; (4) where the event giving rise to the suit occurred; (5) where any one or more of the defendants sued reside; (6) any location agreed to in a contract; (7) in an action for money due, if there is no agreement as to where suit may be filed, where payment is to be made.

If you, as the defendant(s), believe the plaintiff(s) has/have not sued in one of these correct places, you must appear on your court date and orally request a transfer, or you must file a WRITTEN request for transfer in affidavit form (sworn to under oath) with the court 7 days prior to your first court date and send a copy to the plaintiff(s) or plaintiff's(s') attorney, if any.

A copy of the statement of claim shall be served with this summons.

DATED at, Florida, on(date).....

As Clerk of the County Court

FORM 7.323. PRETRIAL CONFERENCE ORDER AND NOTICE OF TRIAL

IN THE COUNTY COURT FOR COUNTY, FLORIDA
CIVIL DIVISION

CASE NO.

..... ☐ by self
..... ☐ by agent
Plaintiff Telephone ☐ by attorney

vs.

..... ☐ by self
..... ☐ by agent
Defendant Telephone ☐ by attorney

PRETRIAL CONFERENCE ORDER AND NOTICE OF TRIAL

- | | |
|--|--|
| 1. DEFENDANT: | ISSUES: |
| <input type="checkbox"/> denies liability and damages | <input type="checkbox"/> Liability and damages |
| <input type="checkbox"/> admits liability—denies damages | <input type="checkbox"/> Liability only |
| <input type="checkbox"/> granted days to file a counterclaim and/or
third-party complaint | <input type="checkbox"/> Damages only |
| <input type="checkbox"/> advised of probable need for expert testimony
from | |

2. WITNESSES (total)

___ Plaintiff ___ Defendant ___ Parties advised of availability of subpoena power

3. EXHIBITS, DOCUMENTS, AND TANGIBLE EVIDENCE

Plaintiff Parties instructed that they must permit inspection after
..... notice or furnish copies to opposite party within days:
Defendant ___ Witnesses' names and addresses
..... ___ Documents and things to be used at trial

4. DISCOVERY MAY BE HAD IN ACCORDANCE WITH SMALL CLAIMS RULE 7.020.

5. STIPULATION OR OTHER:

TRIAL DATE:(date)....., atm., for hour(s)
PLACE: County Courthouse,, Courtroom No.,, FL
JUDGE:, Telephone No.:
ORDERED ON(date).....

IMPORTANT — TURN OVER AND READ TRIAL INSTRUCTIONS ON REVERSE SIDE.

RECEIVED FOR: _____
For Plaintiff For Defendant

[The following instructions are to be placed on the reverse side of the order and notice of trial.]

IMPORTANT — READ CAREFULLY!

YOU HAVE NOW ATTENDED A PRETRIAL CONFERENCE ON A SMALL CLAIMS ACTION. THIS WILL BE THE ONLY NOTICE YOU WILL RECEIVE CONCERNING YOUR TRIAL DATE AND WHAT YOU NEED TO DO TO PREPARE FOR YOUR TRIAL. DO NOT LOSE THIS ORDER AND NOTICE OF TRIAL. YOU ARE NOW SCHEDULED FOR A TRIAL AS LISTED ON THE REVERSE SIDE OF THIS PAPER. MAKE SURE YOU ARE AWARE OF ALL OF THE FOLLOWING:

1. NONJURY TRIAL — You are now scheduled for a nonjury trial before a county court judge.
2. TRIAL DATE — Do not forget your trial date. Failure to come to court on the given date at the right time may result in your losing the case and the other party winning.
3. EXCHANGE OF DOCUMENTS AND INFORMATION — If the judge told you to submit any documents or give any information to the other party (such as a list of your witnesses' names and addresses), DO IT. Failure to do this as directed by the judge may cause court sanctions against you such as extra court costs, contempt of court, or delays.
4. COUNTERCLAIMS — If you are the plaintiff and you have been given a written notice that a counterclaim has been filed against you in this lawsuit, this means that you are now being sued by the defendant. Also, if at the pretrial conference the judge allowed the defendant a certain number of days to file a counterclaim, the defendant must file that counterclaim within that number of days from the date of this pretrial

conference order. If the defendant does that, the defendant has a claim now pending against you. If, at the time of the trial, the counterclaim has been properly filed, there are 2 lawsuits being considered by the judge at the same time: the plaintiff's suit against the defendant and the defendant's suit against the plaintiff. In the event that both claims are settled by the parties, both parties should notify the Clerk of the County Court, Civil Division, _____, IN WRITING, of the settlement. Only after both the plaintiff and the defendant have notified the clerk in writing of the settlement is it not necessary for the parties to appear in court. Settlement of one claim, either the plaintiff's claim against the defendant or the defendant's claim against the plaintiff, has no effect as to the other claim, and that remaining claim will proceed to trial on the trial date listed on the pretrial conference order.

5. **THIRD-PARTY COMPLAINTS** — If you are the defendant and you believe that the plaintiff may win the suit against you, but, if the plaintiff does, someone else should pay you so you can pay the plaintiff, then you must file a third-party complaint against that person and serve that person with notice of your claim. Once served, that person must appear in court as you have to answer your complaint against that person. This must be done prior to trial within the time allowed you by the judge.
6. **TRIAL PREPARATION** — Bring all witnesses and all documents and all other evidence you plan to use at the trial. There is only one trial! Have everything ready and be on time. If the judge advised you at the pre-trial conference hearing that you needed something for the trial, such as an expert witness (an automobile mechanic, an automobile body worker, a carpenter, a painter, etc.) or a particular document (a note, a lease, receipts, statements, etc.), make sure that you have that necessary person or evidence at the trial. Written estimates of repairs are usually not acceptable as evidence in court unless both parties agree that the written estimates are proper for the judge to consider or unless the person who wrote the estimates is present to testify as to how that person arrived at the amounts on the estimates and that those amounts are reasonable in that particular line of business.
7. **COURT REPORTER AND APPEALS** — Your nonjury trial will not be recorded. If you wish a record of the proceedings, a court reporter is necessary. To obtain a court reporter to record your final hearing, you must immediately contact the official court reporter, _____, Florida ___, Phone (___)____. The cost to secure the presence of a court reporter is a minimum of \$___ for the first one-half hour or any portion thereof and \$___ per each additional half hour or portion thereof. To have the record of the proceeding transcribed, the cost is \$___ per page for the original and ___ per page for each copy. Payment for the court reporter's appearance must be made in advance to _____, the official court reporter. Appeals to a higher court because you are not satisfied with the outcome of the trial are governed by special rules. One of these rules requires that the appellate court have a complete record of the trial to review for errors. If you do not have a court reporter at your trial, your chances for success on appeal will be severely limited.
8. **SETTLEMENT** — If all parties agree on settlement of all claims before trial, each party must notify the judge by telephone so that the allotted trial time may be reassigned to someone else. Immediately thereafter, the parties must, in writing, notify the clerk of the settlement, and the court will thereafter dismiss the case. The mailing address is: Clerk of the County Court, Civil Division, _____.
9. **ADDRESS CHANGES** — All changes in mailing addresses must be furnished in writing to the clerk and to the opposing party.
10. **ADDITIONAL PROBLEMS** — For anything you do not understand about the above information and for

any additional questions you may have concerning the preparation of your case for trial, please contact the Clerk of the County Court, Civil Division, in person or by telephone () _____. The clerk is not authorized to practice law and therefore cannot give you legal advice on how to prove your case. However, the clerk can be of assistance to you in questions of procedure. If you need legal advice, please contact an attorney of your choice. If you know of none, call the _____ County Bar Association, Lawyer Referral Service, for assistance, () _____.

FORM 7.330. STATEMENT OF CLAIM (AUTO NEGLIGENCE)

(CAPTION)

STATEMENT OF CLAIM

The plaintiff sues the defendant and says: On or about _____, in the vicinity of _____, on a public highway in _____ County, Florida, plaintiff's motor vehicle, being operated by _____, collided with defendant's motor vehicle, being operated by _____; and the collision with plaintiff's vehicle was caused by the negligent and careless operation of defendant's vehicle, whereby plaintiff's vehicle was damaged and depreciated in value.

WHEREFORE, plaintiff demands judgment in the sum of \$.....

FORM 7.331. STATEMENT OF CLAIM (FOR GOODS SOLD)

(CAPTION)

STATEMENT OF CLAIM

Plaintiff, A. B., sues defendant, C. D., and alleges: There is now due, owing, and unpaid from defendant to plaintiff \$..... with interest since(date)....., for the following goods sold and delivered by plaintiff to defendant between(date)....., and(date).....:

(list goods and prices and any credits)

WHEREFORE, plaintiff demands judgment for damages against defendant.

FORM 7.332. STATEMENT OF CLAIM (FOR WORK DONE AND MATERIALS FURNISHED)

(CAPTION)

STATEMENT OF CLAIM

Plaintiff, A. B., sues defendant, C. D., and alleges: There is now due, owing, and unpaid from defendant to

plaintiff \$..... with interest since(date)....., for the following items of labor and materials furnished to defendant at his/her request between(date)....., and(date).....:

(list time and materials, showing charges
therefor and any credits)

WHEREFORE, plaintiff demands judgment for damages against defendant.

FORM 7.333. STATEMENT OF CLAIM (FOR MONEY LENT)

(CAPTION)

STATEMENT OF CLAIM

Plaintiff, A. B., sues defendant, C. D., and alleges: There is now due, owing, and unpaid from defendant to plaintiff \$..... for money lent by plaintiff to defendant on(date)....., with interest thereon since(date).....

WHEREFORE, plaintiff demands judgment for damages against defendant.

FORM 7.334. STATEMENT OF CLAIM (PROMISSORY NOTE)

(CAPTION)

STATEMENT OF CLAIM

Plaintiff, A. B., sues defendant, C. D., and alleges:

1. This is an action for damages that do not exceed the sum of \$..... (insert jurisdictional amount of court).
2. On(date)....., defendant executed and delivered to plaintiff a promissory note, a copy being attached, in County, Florida.
3. Defendant failed to pay
 - (a) said note when due; or
 - (b) the installment payment due on said note on(date)....., and plaintiff elected to accelerate payment of the balance.
4. There is now due, owing, and unpaid from defendant to plaintiff \$..... on said note with interest since(date).....

5. Plaintiff has obligated himself/herself to pay his/her attorneys a reasonable fee for their services in bringing this action.

WHEREFORE, plaintiff demands judgment for damages against defendant.

Committee Notes

1972 Amendment. Attach copy of note to each copy of the statement of claim. Use 3(a) or (b) and 5 as applicable.

FORM 7.335. STATEMENT OF CLAIM (FOR RETURN OF STOLEN PROPERTY FROM PAWNBROKER)

IN THE COUNTY COURT, IN AND
FOR _____, COUNTY
FLORIDA

Plaintiff,
vs.

CASE NO.: _____

Defendant/Pawnbroker.

STATEMENT OF CLAIM FOR
RETURN OF PROPERTY

Plaintiff, _____, sues defendant/pawnbroker, _____, and says:

1. This is an action for the return of stolen or misappropriated property pursuant to section 539.001, Florida Statutes.

2. Plaintiff is the owner of the following described property:

3. The above-described property was stolen or otherwise misappropriated from plaintiff on or about the day of _____, 20..... A copy of the law enforcement report outlining the theft/misappropriation is attached hereto and incorporated into this statement of claim.

4. The above-described property is currently in the possession of defendant and is located at a pawnshop as defined in section 539.001, Florida Statutes, the address of which is

5. Plaintiff has complied with the procedural requirements of section 539.001, Florida Statutes. Specifically, plaintiff notified the pawnbroker of plaintiff's claim to the property:

_____ by certified mail, return receipt requested, OR
_____ in person evidenced by a signed receipt.

The notice contains a complete and accurate description of the purchased or pledged goods and was accompanied by a legible copy of the aforementioned police report regarding the theft or misappropriation of the property. No resolution between plaintiff and defendant pawnbroker could be reached within 10 days after the delivery of the notice.

WHEREFORE, the plaintiff demands judgment for the return of the property. Plaintiff further asks this court to award plaintiff the costs of this action, including reasonable attorneys' fees.

Plaintiff (signature)

Name

Address

City, State, Zip code

Day telephone number

State of Florida

County of _____

The foregoing instrument was acknowledged before me on(date)....., by, who is personally known to me or has produced as identification and whodid/did not..... take an oath.

WITNESS my hand and official seal, on(date).....

Notary Public
State of Florida

Note to Clerk of Court and to Sheriff: Pursuant to Section 539.001(15), filing fees and service fees shall be waived. Waiver does not require the filing of an affidavit of insolvency.

FORM 7.340. FINAL JUDGMENT

(CAPTION)

FINAL JUDGMENT

AGAINST (DEFENDANT(S)'S NAME)

It is adjudged that the plaintiff(s),, recover from the defendant(s),, the sum of \$..... on principal, \$..... as prejudgment interest, \$..... for attorneys' fees, with costs of \$....., all of which shall bear interest at the rate of% per year as provided for by Florida Statute, for all of which let execution issue.

ORDERED at, Florida, on(date).....

County Court Judge

Copies furnished to:

PLAINTIFF(S)

DEFENDANT(S)

Plaintiff(s)'s address:

.....

.....

Defendant(s)'s last known address and

last four digits of defendant(s)'s Social Security Number (if known):

.....

.....

.....

(OPTIONAL ENFORCEMENT

PARAGRAPH —

TO BE INCLUDED UPON REQUEST

PURSUANT TO RULE 7.221)

It is further ordered and adjudged that the defendant(s) shall complete Florida Small Claims Rules Form 7.343 (Fact Information Sheet) and return it to the plaintiff's attorney, or to the plaintiff if the plaintiff is not represented by an attorney, within 45 days from the date of this final judgment, unless the final judgment is satisfied or a motion for new trial or notice of appeal is filed. **The defendant should NOT file the completed form 7.343 with the court.**

Jurisdiction of this case is retained to enter further orders that are proper to compel the defendant(s) to complete form 7.343 and return it to the plaintiff's attorney, or the plaintiff if the plaintiff is not represented by an attorney.

Committee Notes

1992 Amendment. The optional enforcement paragraph was added to facilitate discovery.

FORM 7.341. EXECUTION

(CAPTION)

EXECUTION

THE STATE OF FLORIDA:

To Each Sheriff of the State:

YOU ARE HEREBY COMMANDED to levy on the goods and chattels, lands, and tenements of
in the sum of \$..... with legal interest thereon from(date)....., until paid and that you have this writ before
the court when satisfied.

WITNESS my hand and the seal of the court on(date).....

(SEAL)

Clerk of the Court

FORM 7.342. EX PARTE MOTION AND ORDER FOR HEARING IN AID OF EXECUTION

(CAPTION)

**EX PARTE MOTION FOR HEARING IN AID
OF EXECUTION**

The judgment creditor,, pursuant to Florida Small Claims Rule 7.221, moves for an order requiring
the judgment debtor(s),, to appear at a hearing in aid of execution for the purpose of examining the
judgment debtor(s) regarding his/her/their ability to satisfy the final judgment entered in this cause and requiring
the judgment debtor(s) to complete a FACT INFORMATION SHEET and bring it to the hearing in aid of execu-
tion.

Judgment Creditor

**ORDER FOR HEARING IN
AID OF EXECUTION**

IT IS ORDERED AND ADJUDGED that the judgment debtor(s),, Address:, shall:

1. appear before Judge on(date)....., at o'clockm., in Courtroom, located at:
....., Florida, to be examined as to the judgment debtor('s)(s') ability to satisfy
the final judgment entered in this cause; and

2. bring to the hearing all documents and papers that relate to the judgment debtor('s)(s') financial condition

and the completed, notarized fact information sheet attached hereto.

Judgment debtor('s)(s') failure to comply with this order shall be grounds for contempt.

ORDERED at _____, Florida, on _____.(date).....

County Court Judge

FORM 7.343. FACT INFORMATION SHEET

(a) For Individuals

(CAPTION)

FACT INFORMATION SHEET — INDIVIDUAL

Full Legal Name: _____
Nicknames or Aliases: _____
Residence Address: _____
Mailing Address (if different): _____
Telephone Numbers: (Home) _____ (Business) _____
Name of Employer: _____
Address of Employer: _____
Position or Job Description: _____
Rate of Pay: \$ _____ per _____. Average Paycheck: \$ _____ per _____
Average Commissions or Bonuses: \$ _____ per _____. Commissions or bonuses are based on _____
Other Personal Income: \$ _____ from _____
(Explain details on the back of this sheet or an additional sheet if necessary.)
Social Security Number: _____ Birthdate: _____
Driver's License Number: _____
Marital Status: _____ Spouse's Name: _____
Spouse's Address (if different): _____
Spouse's Social Security Number: _____ Birthdate: _____
Spouse's Employer: _____
Spouse's Average Paycheck or Income: \$ _____ per _____
Other Family Income: \$ _____ per _____ (Explain details on back of this sheet or an additional sheet if necessary.)
Names and Ages of All Your Children (and addresses if not living with you): _____
Child Support or Alimony Paid: \$ _____ per _____
Names of Others You Live With: _____
Who is Head of Your Household? _____ You _____ Spouse _____ Other Person

Checking Account at: _____ Account # _____
Savings Account at: _____ Account # _____

(Describe all other accounts or investments you may have, including stocks, mutual funds, savings bonds, or annuities, on the back of this sheet or an additional sheet if necessary.)

For Real Estate (land) You Own or Are Buying:

Address: _____
All Names on Title: _____
Mortgage Owed to: _____
Balance Owed: _____
Monthly Payment: \$ _____

(Attach a copy of the deed or mortgage, or list the legal description of the property on the back of this sheet or an additional sheet if necessary. Also provide the same information on any other property you own or are buying.)

For All Motor Vehicles You Own or Are Buying:

Year/Make/Model: _____ Color: _____
Vehicle ID #: _____ Tag No: _____ Mileage: _____
Names on Title: _____ Present Value: \$ _____
Loan Owed to: _____
Balance on Loan: \$ _____

Monthly Payment: \$ _____ (List all other automobiles, as well as other vehicles, such as boats, motorcycles, bicycles, or aircraft, on the back of this sheet or an additional sheet if necessary.)

Have you given, sold, loaned, or transferred any real or personal property worth more than \$100 to any person in the last year? If your answer is "yes," describe the property and sale price, and give the name and address of the person who received the property.

Does anyone owe you money? Amount Owed: \$ _____
Name and Address of Person Owing Money: _____
Reason money is owed: _____

Please attach copies of the following:

1. Your last pay stub.
2. Your last 3 statements for each bank, savings, credit union, or other financial account.
3. Your motor vehicle registrations and titles.
4. Any deeds or titles to any real or personal property you own or are buying, or leases to property you are renting.

UNDER PENALTY OF PERJURY, I SWEAR OR AFFIRM THAT THE FOREGOING ANSWERS ARE TRUE AND COMPLETE.

Judgment Debtor

STATE OF FLORIDA
COUNTY OF

The foregoing instrument was acknowledged before me on(date)....., by, who is personally known to me or has produced as identification and whodid/did not..... take an oath.

WITNESS my hand and official seal, on(date).....

Notary Public
State of Florida

My Commission expires:

MAIL OR DELIVER THE COMPLETED FORM TO THE JUDGMENT CREDITOR OR THE JUDGMENT CREDITOR'S ATTORNEY. DO NOT FILE THIS FORM WITH THE COURT.

(b) For Corporate Entities

(CAPTION)

FACT INFORMATION SHEET — BUSINESS ENTITY

Name/Title of person filling out this form: _____
Address: _____
Telephone Number: Home: _____ Business: _____
Address of Business Entity: _____
Type of Entity: (Check One) ☐ Corporation ☐ Partnership ☐ Limited Partnership ☐ Sole Proprietorship
☐ Limited Liability Corporation (LLC) ☐ Professional Association (PA) ☐ Other: (Please Explain)
Does Business Entity own/have interest in any other business entity? If so please explain.
Gross/Taxable income reported for Federal Income Tax purposes last three years:
\$ _____ \$ _____ \$ _____
Taxpayer Identification Number: _____
List Partners (General or Limited and Designate Percentage of Ownership): _____
Average No. of Employees/Month: _____
Names of Officers and Directors: _____
Checking Account at: _____ Account No: _____
Savings Account At: _____ Account No: _____
Does the Business Entity own any vehicles: _____
Years/Makes/Models: _____
Vehicle I.D. Nos.: _____
Tag Nos.: _____
Loans Outstanding: _____
Does the Business Entity own any real property: YES _____ NO _____
If Yes: Address: _____

Please check if the business entity owns the following:

<input type="checkbox"/> Boat	<input type="checkbox"/> Camper
<input type="checkbox"/> Stocks/Bonds	<input type="checkbox"/> Other Real Property
<input type="checkbox"/> Other Personal Property	<input type="checkbox"/> Intangible Property

Please attach copies of the following:

1. All tax returns for the past 3 years, including but not limited to state and federal income tax returns and tangible personal property tax returns.
2. All bank, savings and loan, and other account books or statements for accounts in institutions in which the defendant had any legal or equitable interest for the past 3 years.
3. All canceled checks for the 12 months immediately preceding the date of this judgment for accounts in which the defendant held any legal or equitable interest.
4. All deeds, leases, mortgages, or other written instruments evidencing any interest in or ownership of real property at any time within the 12 months immediately preceding the date of this judgment.
5. Bills of sale or other written evidence of the gift, sale, purchase, or other transfer of any personal or real property to or from the defendant within the 12 months immediately preceding the date of filing this lawsuit. Any transfer of property within the last year other than ordinary course of business transactions.
6. Motor vehicle documents, including titles and registrations relating to any motor vehicles owned by the defendant alone or with others.
7. Financial statements and any other business records, including but not limited to accounts payable and accounts receivable ledgers, as to the defendant's assets and liabilities prepared within the 12 months immediately preceding the date of this judgment.
8. Copies of articles, by-laws, partnership agreement, operating agreement, and any other governing documents, and minutes of all meetings of the defendant's shareholders, board of directors, or members held within 2 years of the date of this judgment.
9. Resolutions of the shareholders, board of directors, or members passed within 2 years of the date of this judgment.
10. A list or schedule of all inventory and equipment.

UNDER PENALTY OF PERJURY, I SWEAR OR AFFIRM THAT THE FOREGOING ANSWERS ARE TRUE AND COMPLETE.

Defendant's Designated Representative
Title:

STATE OF FLORIDA
COUNTY OF

The foregoing instrument was acknowledged before me on(date)....., by, as the defendant's duly authorized representative, who is personally known to me or has produced as identification and whodid/did not..... take an oath.

WITNESS my hand and official seal, on(date).....

Notary Public
State of Florida

My Commission expires:

MAIL OR DELIVER THE COMPLETED FORM TO THE JUDGMENT CREDITOR OR THE JUDGMENT CREDITOR'S ATTORNEY. DO NOT FILE THIS FORM WITH THE COURT.

FORM 7.344. ORDER TO SHOW CAUSE

(CAPTION)

ORDER TO SHOW CAUSE

IN THE NAME OF THE STATE OF FLORIDA:

TO:

YOU ARE HEREBY COMMANDED TO APPEAR before this court on(date)....., atm., in Courtroom at the County Courthouse, Address:, Florida, to show cause, if any, why you should not be adjudged in contempt of court for your failure to appear in court on(date)....., atm., as required by the court's order issued on(date)....., for a hearing in aid of execution.

ORDERED at, Florida, on(date).....

County Court Judge

**FORM 7.345. STIPULATION FOR INSTALLMENT SETTLEMENT, ORDER APPROVING
STIPULATION, AND DISMISSAL**

(CAPTION)

**STIPULATION FOR INSTALLMENT SETTLEMENT, ORDER
APPROVING STIPULATION, AND DISMISSAL**

Plaintiff and defendant(s), by the signatures below, stipulate that defendant(s) is/are indebted to plaintiff in the sum of \$....., plus court costs of \$....., interest of \$....., and attorneys' fees of \$....., which defendant(s) agree(s) to pay in installments of \$....., the first of such payments to be due on(date)....., and continuing each until paid in full. If the total sum is paid timely and in full, plaintiff agrees that no judgment shall be entered against the defendant(s), and that additional costs, interest, and attorneys' fees, if any, shall be waived. If the defendant(s) shall default in payment hereunder, plaintiff shall be entitled to judgment, execution, costs, interest at the rate provided by law, and attorneys' fees, after written application to the court, without notice. Defendant(s) acknowledge(s) delivery of a true copy hereof at, County, Florida. ALL PAYMENTS ARE TO BE MADE PAYABLE TO:, and mailed or delivered to:

TIME IS OF THE ESSENCE IN THIS AGREEMENT.

Plaintiff/Attorney for Plaintiff

Telephone:

BY:.....

Defendant (signature)

.....

.....

Address

Telephone:

Defendant (signature)

.....

.....

Address

Telephone:

ORDER DISMISSING CAUSE AND APPROVING STIPULATION

On the foregoing stipulation signed, delivered, and confirmed at County, Florida, the cause is dismissed. This court retains jurisdiction to enforce the terms of this stipulation.

ORDERED at, Florida, on(date).....

County Court Judge

Conformed copies furnished by hand delivery to:
Plaintiff/Attorney for Plaintiff
Defendant(s)

Committee Notes

1992 Adoption. Many parties and attorneys litigate in various jurisdictions in the state, and the committee felt that a standard form for settlement would be much more convenient for the litigants and the court system.

1996 Amendment. This form has been modified to reflect recent changes in the statutory rate of interest calculated on final judgment amounts.

FORM 7.347. SATISFACTION OF JUDGMENT

SATISFACTION OF JUDGMENT

The undersigned, the owner and holder of that certain final judgment rendered in the above-captioned civil action, dated, recorded in County, Official Records Book beginning at Page, does hereby acknowledge that all sums due under it have been fully paid and that final judgment is hereby satisfied and is canceled and satisfied of record.

DATED on

Judgment Owner and Holder (or their attorney)

Committee Notes

2007 Amendment. This satisfaction of judgment is a general form. It is a new form. To ensure identity of the signer, notarization is prudent but not required. If a certified copy of the judgment is recorded, it may be prudent to include that recording information.

2008 Note. This form is suggested for use by parties. To avoid possible confusion, when disbursing funds from the court registry in satisfaction of a judgment, the clerk of the court should instead use the form required by the 2005 amendment to section 55.141, Florida Statutes.

**FORM 7.350. CORPORATE AUTHORIZATION TO ALLOW EMPLOYEE
TO REPRESENT CORPORATION AT ANY STAGE OF LAWSUIT**

(Caption)

AUTHORIZATION OF CORPORATE OFFICER

.....(name)..... is an employee of(name of corporation that is a party to this action)..... This individual has authority to represent the corporation at any stage of the trial court proceedings, including mediation.

The undersigned giving the authority is an officer of the corporation.

Pursuant to section 92.525, Florida Statutes, under penalties of perjury, I declare that I have read the foregoing Corporate Authorization and that the facts stated in it are true.

Dated:

SIGNING AUTHORITY: _____

Print name and title:

(president; vice-president; secretary; treasurer)

Address:

.....

Phone number:

I certify that a copy of this form has been furnished to [list all parties to this action] by(hand delivery/mail/fax)..... on(date).....

Name and title: